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MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Improved Statistics on  
Contract Personnel

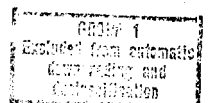
1. As you know, a machine records inventory of non-staff personnel in the CS was established in 1965. This action was taken following an inspection of the Office of Personnel by the Inspector General which reported that the personnel records on such people were generally inadequate throughout the Agency.

2. This inventory was to be based on the use of Form 2457, copy attached at TAB A. This form was to be supplied by CS components on each of their contract employees, independent contractors, field agents, consultants, indigenous maintenance and support people, career agents, and employees of proprietaries.

3. Our review of this procedure indicates that the inventory is not being kept currently accurate. Personnel changes are not being reported. Large numbers of people in proprietaries are not in the inventory. There is a justifiable reluctance on the part of most CS components to include sensitive operational agents. There are questions as to whether the system as designed is useful and worth the large numbers of manhours required to keep it current. For example, in nearly three years the inventory has been used only three times to produce information on other than the numbers and location of contract personnel. (Once to establish how many Russian speakers we had under contract, once to determine how many people were members of some sort of retirement program, and once to determine how many contract personnel were engaged in support duties.)

4. We anticipate that we will have many additional questions from the Bureau of the Budget, and several Agency components in the future as to numbers, location, costs and perhaps

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functions performed by contract personnel. We believe it is inevitable that a ceiling on such personnel will be established eventually. The Agency should be prepared to furnish accurate information on this category of its personnel in all Directorates.

5. We would therefore like to propose a major change in the inventory so that it will serve these ends, and at the same time eliminate a number of items which are unlikely to serve any useful purpose.

6. First, we would like to exclude (a) encrypted operational agents, (b) indigenous maintenance and support personnel, and (c) employees of proprietary projects.

7. We see no need -- in fact we see security risks -- for maintaining a central record, on machine tape, of sensitive operational agents. Such records should be maintained by each CS component on its agents.

8. Each component now furnishes an annual estimate by Station of the numbers and costs of indigenous support personnel: laborers, warehouse employees, guards, food handlers, etc. These data are not maintained in the inventory and we see no purpose served in doing so. The turnover of such personnel is high and the cost of maintaining an individual central record on thousands of such people is excessive.

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10. Second, we propose that Form 1152 (TAB B), with a few minor modifications in the instructions for its use, now used for all staff personnel actions, be required for all such actions on contract personnel. Form 1152 would therefore replace Form 2457. / This would serve an additional very important purpose of standardizing the

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processing of contract personnel actions throughout the Agency, now being considered in the review of [REDACTED]

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11. Third, we would propose that this inventory be maintained by the Office of Personnel as part of an inventory of such people in all Directorates. The elimination of encrypted operational agents from the inventory would remove the present security objection to such action.

12. This proposal has been checked out informally with representatives of O/PPB, Office of Personnel, Office of Computer Services, Support Systems Staff, the CS Systems Group, CS Personnel Staff, Office of Finance, and CI Staff.

13. Your approval to proceed formally to implement the above proposals is requested.

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	RECORD NO.	INVENTORY - NON STAFF PERSONNEL		
	1	2	3	4
A	ARBITRARY NO.	SUBJECT'S 201 201-	OTHER FILE NO.	
B	SURNAME	1ST NAME	PERSONALIA	OTHER GIVEN NAME/TELECODE
C	COUNTRY OF BIRTH	DATE OF BIRTH	CITIZENSHIP	NATURALIZED-US (yes or pending)
D	COUNTRY CURRENTLY RESIDES	CITY CURRENTLY RESIDES-YEAR	MARITAL STATUS (most recent)	SEX (M or F)
E	OVERT OCCUPATION	LANGUAGE	LANGUAGE	LANGUAGE
F	MILITARY SERVICE-COUNTRY	BRANCH OF SERVICE	INCLUSIVE DATES	
G	COUNTRY AREA KNOWLEDGE	COUNTRY	COUNTRY	
H	FUNCTION(S) PERFORMED FOR AGENCY (limit to 62 spaces)			CODE
I	FUNCTION(S) PERFORMED FOR AGENCY (limit to 62 spaces)			CODE
J	CONTRACT EMPLOYEE	TYPE A OR B	TYPE EMPLOYEE	CONTRACT EMPLOYEE WIFE
K	MAINTENANCE/SERVICE	CONSULTANT	PROPRIETARY OR SUBSIDY	FULL, PART TIME OR WAE
L	FIELD AGENT	HQS. FF OR USF	INDEPENDENT CONTRACTOR	CAREER AGENT
M	OPERATIONAL APPROVAL	POA	STATUS	MOC/MOA
N	HQS COMPONENT RESPONSIBLE	FIELD STATION RESPONSIBLE	PROJECT	CSA/PCSA
O	ENTRY ON DUTY DATE	YEARLY SALARY	DATE LAST PAY CHANGE	COVER
P	PART OF A RETIREMENT PLAN - SPECIFY (limit to 62 spaces)			
Q	DATE TERMINATED	REEMPLOYABLE	STAFF CEILING SPACE	
R	REMARKS (re: termination, etc.) (limit to 62 spaces)			ATTITUDE


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## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

1. SERIAL NUMBER		2. NAME (Last-First-Middle)															
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR			5. CATEGORY OF EMPLOYMENT								
6. FUNDS		V TO V		V TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE			8. LEGAL AUTHORITY (Completed by Office of Personnel)								
		CF TO V		CF TO CF													
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION											
11. POSITION TITLE						12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION								
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP			17. SALARY OR RATE \$								
18. REMARKS																	
18A. SIGNATURE OF REQUESTING OFFICIAL						DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY. CODE		21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE		23.  25X1C		24. HDQTRS. CODE		25. DATE OF BIRTH MO. DA. YR.		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1-CSC 3-FICA 5-NONE		CODE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. NO.		34. SEX			
35. VET. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.		36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CAR/RESV PROV/TEMP		CODE		39. FEGLI/HEALTH INSURANCE CODE 0-WAIVER 1-YES		HEALTH INS. CODE		40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO				CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO					
45. POSITION CONTROL CERTIFICATION						46. O.P. APPROVAL						DATE APPROVED					

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I RESIGN EFFECTIVE \_\_\_\_\_ (Date) FOR THE FOLLOWING REASON:

MY LAST WORKING DAY WILL BE—

DATE SIGNED

SIGNATURE OF EMPLOYEE

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, State, Zip Code)

### INSTRUCTIONS

Items 1 thru 7  
and  
Items 9 thru 18a

— The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains *only* to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 — "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary-Part Time		

Item 9 — "Organizational Designations" should show *all* levels of organization pertinent to identifying the location of the position:

FIRST LINE  
 Major Component (Director, Deputy Director, etc.)  
 Office, Major Staff, etc.  
 Foreign Field or U.S. Field (if pertinent)  
 Division or Staff (subordinate to first line)  
 Branch  
 Section  
 Unit

Items 11 and 15 — "Position Title" and "Occupational Series" should be the standard abbreviated title and corresponding occupational series in Handbook of Official Occupational Titles and Codes for the duties actually to be performed by the employee. If different from the title and series of the position occupied as shown on the most current edition of the Position Control Register or Form 261, Staffing Complement Change Authorization, explain under Item 18—Remarks.

Item 18b — Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, *the gaining Career Service should approve* and the other Career Service should concur in Item 18, Remarks.

**ROUTING**— The original only of this form will be forwarded to the Office of Personnel *through* the appropriate Career Service official(s). In the case of requests specified in [REDACTED] which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

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